

**CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2006 APPLICATION PACKAGE CHECK LIST**

- ☐ 1. **Application Cover Sheet:** Complete Standard Form 424
- ☐ 2. **Project Abstract:** (2 pages maximum)
 - a. CIG component(s) to which proposal is submitted (e.g., Natural Resource Concerns, Technology);
 - b. Project title;
 - c. Project duration (beginning and ending dates);
 - d. Name, address, telephone, e-mail, and other contact information for the project director (please provide a mailing address, not a P.O. box);
 - e. Names and affiliations of project collaborators;
 - f. Estimated number of EQIP-eligible producers involved in the project;
 - g. Natural resource concern(s)/technology to be addressed, taken directly from sections above;
 - h. List of deliverables/products of project activities;
 - i. Summary of the work to be performed;
 - j. Total project cost; and,
 - k. Total Federal funds requested.
- ☐ 3. **Narrative Section:** (10 pages maximum, double spaced, single sided, 12 point font)
 - a. Project background;
 - b. Project objectives;
 - c. Project methods;
 - d. Location and size of project area (include a map if possible);
 - e. Producer participation;
 - f. Project action plan and timeline;
 - g. Project management;
 - h. Benefits or results expected and transferability;
 - i. Project evaluation; and
 - j. Environmental impacts
- ☐ 4. **Budget Information:** Submit a detailed budget narrative and a completed Standard Form 424A.
- ☐ 5. **Declaration of EQIP Eligibility:** Include a statement indicating that the proposed project will involve EQIP-eligible producers.
- ☐ 6. **Declaration of Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe (Special Provisions):** If applicable, include a statement declaring your status as a Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe or Community-based Organization representing these entities.
- ☐ 7. **Certifications:** Complete Standard Form 424B
- ☐ 8. **DUNS Number and CCR Registration:** Include the applicable numbers.
- ☐ 9. **Submissions:** Mail one signed original and six copies of each application and include an electronic copy on a 3 1/2-inch diskette or compact disc (CD).

Note: All forms and worksheets can be found at: <http://www.nj.nrcs.usda.gov/programs/cig/>